

IMPORTANT HEALTH, SAFETY AND SANITATION GUIDELINES
FOR DISPOSING OF CATERED FOOD at SRPMIC
Updated May 2013

These guidelines are intended for individuals and/or departments that order catered foods for meetings and other events, either from the Round House Café through ARAMARK, or from outside vendors. Please review and share with staff as appropriate. Proper food safety will help keep all SRPMIC employees safe.

FOOD CATERED FROM OUTSIDE VENDORS

- “Drop off” orders from outside vendors are usually served on disposable plastic or foil trays with plastic eating and serving utensils, or in the form of box lunches, etc.
- The individual or department who ordered the meal is responsible for clearing away and cleaning up any leftover foods and/or plastic serving trays, etc.
- Simply moving it from the meeting room to the kitchen break room does not end the responsibility
 - the kitchen needs to be cleaned when the “help yourselves” notice has expired
- Leftover foods should be discarded rather than saved in the fridge, to avoid possible contamination/illness issues from food “left out” too long
- Disposable trays and utensils from outside vendors are intended to be discarded; if you decide to keep them, please wash with soap and water and store in appropriate cabinets and/or shelving in the break rooms; DO NOT rinse and store – soap and water must be used
- **DO NOT UNDER ANY CIRCUMSTANCES** leave the food and/or equipment out past 5 pm closing. The “overnight” cleaning crew is not responsible for cleaning up leftover catering food/equipment and the food draws flies, insects and other pests; and could cause illness if eaten

FOOD CATERED FROM THE ROUND HOUSE CAFÉ

- **Meals catered by the Round House and on “equipment”** (i.e., chafing dishes, stainless steel trays and/or serving utensils, baskets, coffee pots, etc.)
 - ARAMARK should pick up catering orders with equipment by 4 pm the day of the event (provided the food was delivered before 3 pm)
 - Being human, sometimes equipment is missed, so...
 - PLEASE CALL the Café kitchen at x 5537 or 5538 and let them know your event is over and to come pick up the food/equipment
- **Meals on “disposables”** (plastic or foil trays with plastic eating and serving utensils, or in the form of box lunches, etc.) either catered from an outside source or by the Round House:
 - The individual or department who ordered the meal is responsible for clearing away any leftover foods and/or plastic serving trays, etc.
 - Simply moving it from the meeting room to the kitchen does not end the responsibility
 - the kitchen needs to be cleaned when the “help yourselves” notice has expired
 - Leftover foods should be discarded rather than saved in the fridge, to avoid possible contamination/illness issues from food “left out” too long
 - Disposable trays and utensils from ARAMARK can either be discarded, or saved for later pickup
 - If you decide to save them, please wash with soap and water and store on the kitchen counters; ARAMARK will pick up the next time they are in the area
 - **DO NOT UNDER ANY CIRCUMSTANCES** leave the food and/or equipment out past 5 pm closing. The “overnight” cleaning crew is not responsible for cleaning up leftover catering food/equipment and the food draws flies, fruit flies, and other pests; and could cause illness if eaten

Thanks for helping keep Two Waters and all SRPMIC facilities clean, safe and sanitary. If you have any questions about these guidelines, please let me know.

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